

Town of Shirley Personnel Board




Minutes, July 29, 2019

The meeting was called to order at 5:30 pm at the Town Offices building. Members present were Chairperson Holly Haase, Paul Przybyla, and Bill Oelfke.

Upon a motion made by Mr. Oelfke and seconded by Mr. Przybyla, the minutes of the meeting of June 24, 2019 were approved as written.

The meeting agenda was devoted to a review of the Personnel Manual. Mr. Oelfke provided copies of chapters pertaining to Discipline and Performance from the Town of Ayer and a federal agency. Using these two resources, discussion began with a review of a draft chapter "Discipline" prepared by Ms. Haase based upon the previous meeting's recommendations. A few edits were made to the draft. It was then agreed to add to the draft the Discipline Procedure used by the Town of Ayer. The members then reviewed the Performance Management document prepared by Mr. Oelfke and supported having the Personnel Board be responsible for hearing appeals. In summary, the chairperson will prepare a draft with the Discipline chapter consisting of "Discipline and its procedures", "Performance management", and "problem resolution".

The meeting adjourned at 6:00 pm.

	Holly Haase
	Bill Oelfke
	Paul Przybyla